

# UNITED STATES COURT OF INTERNATIONAL TRADE

## CM/ECF

### *Case Management/Electronic Case Filing System*

[Our Website: <http://www.cit.uscourts.gov>]

The United States Court of International Trade has an electronic database of cases. All filings by counsel are done electronically via the Internet. Rarely would paper documents be filed in these cases. Notice of filing is given electronically, or by e-mail. Electronic Filing Procedures are available on our Website.

All you need to participate are the following:

1. Adobe Acrobat full version - for converting documents to PDF format.
2. Netscape Navigator version 4.6x or 4.7x.  
(Netscape 6.0 or Netscape 7.0 is not recommended)
3. A TCP/IP connection to the Internet.

For questions regarding hardware or software requirements, contact the **Court's Technology Help Desk at (212) 264-8544.**

For questions regarding the addition of a case to our CM/ECF database, or regarding the electronic filing of documents, or to schedule CM/ECF training, contact the **Quality Assurance Specialist at (212) 264-2018.**

Attached is our CM/ECF registration form. Every attorney working on a case is required to complete this Registration Form. After receiving a login and password each attorney should file an entry of appearance in their case. In addition to your individual e-mail address, counsel are encouraged to include a general e-mail address for their firm/agency to ensure notification of any case activity. Kindly complete this form and visit the USCIT CM/ECF System at our web address - [www.cit.uscourts.gov](http://www.cit.uscourts.gov). Attorneys will find CM/ECF faster, more convenient and very user friendly. Access to the full text of case documents is available 24 hours a day from your computer.

***Please Note:*** ***Non-attorneys will be given Query-only access. These accounts will not have the ability to file any documents electronically.***

UNITED STATES COURT OF INTERNATIONAL TRADE

CM/ECF REGISTRATION - Page 1

(Please type)

Personal Information

Last Name:	Generation (i.e., Jr., Sr., II):
First Name:	Middle Name:
Date of Birth:	
Are you a practicing Attorney (if yes, answer next 2) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you admitted to the bar of the USCIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a member in good standing <input type="checkbox"/> Yes <input type="checkbox"/> No	

Firm/Agency Information

Office:		
Address 1:		
Address 2:		
Address 3:		
City:	State:	Zip Code + 4 : -

User Information

User's Primary E-mail Address:
User's Additional E-mail Address(es) (Firm/Agency):
User's Telephone Number: (      )
User's Fax Number: (      )
Mother's Maiden Name (used for security verification):

Court Use Only

Login ID:	CIT Bar ID Number:
Account Creation Date:	User Initials:
Attorney Browser Entry Date:	User Initials:

UNITED STATES COURT OF INTERNATIONAL TRADE

**CM/ECF Registration - Page 2**

By submitting this form the undersigned agrees to abide by the following:

1. Unless otherwise ordered by the Court, all pleadings and other papers required to be filed with the Clerk shall be filed electronically. The system may be used to file and view electronic documents and docket sheets.
2. Documents are to be submitted electronically only in **Portable Document Format (PDF)**.
3. Each use of my password for filing documents will meet the requirements of USCIT R. 11 and Administrative Order 02-01. If I file a document that is to be signed by two or more persons, I understand that it is my responsibility to maintain a copy of that document bearing the original signatures of the signers in my records until one year after the final disposition of the action in which the document was filed.
4. The combination of the user identification and password constitutes my signature. I agree to protect and secure the confidentiality of my password and will immediately notify the Court if I learn my password has been compromised.
5. I understand that Administrative Order 02-01 and any order subsequently issued with regard to the Court's CM/ECF system governs the use of the CM/ECF system.
6. I have completed reviewing the online CM/ECF Tutorial.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Dated

**Return completed form by mail to:**

United States Court of International Trade  
Office of the Clerk  
Admissions Office -Room 299  
One Federal Plaza  
New York, NY 10278-0001  
Telephone: (212) 264-2061